

**TOWN OF SHEFFIELD
BOARD OF SELECTMEN
WORKING SESSION
NOVEMBER 7, 2014
TOWN HALL
11:00 AM**

Board Members Present: David A. Smith, Jr., Chairman
Nadine A. Hawver, Clerk

Board Members Absent: Rene C. Wood

Others Present: Rhonda LaBombard, Town Administrator
Alicia Dulin, Assistant to the Town Administrator
Micah Morrison, BSC Group
Thomas Loughlin, BSC Group

Chairman Smith called the meeting to order at 11:00 AM.

The Board met with Micah Morrison and Thomas Loughlin from BSC Group. Mr. Morrison and Mr. Loughlin distributed a sample contract for the Massworks STRAP Grant and described the process of the grant, payments and work to be done. Mr. Loughlin stated that the first steps that will need to be taken would be to obtain proper permits, surveying and testing. Discussion ensued. Mr. Loughlin asked Administrator LaBombard to contact Massworks via e-mail in order to get the process started. Administrator LaBombard stated that she would cc Mr. Loughlin on the e-mail to Massworks and keep him informed regarding the Massworks contract.

The Board thanked Mr. Morrison and Mr. Loughlin for their time.

Selectman Hawver moved to adjourn the meeting, seconded by Chairman Smith. The motion carried unanimously.

Chairman Smith adjourned the meeting at 12:23 PM

Respectfully submitted:

Alicia Dulin
Assistant to Town Administrator

Documents were reviewed at this meeting:
Sample Massworks Grant Contract